

Green Mountain Farm-to-School Farm-to-School Coordinator, Typical Work Week

GMFTS is a fast-paced, rapidly growing non-profit environment. We have high expectations for our staff and provide a lot of training and support in return. Farm-to-School Coordinators play a leadership role in developing and delivering programs at area schools. As a member of the GMFTS team, Coordinators work closely with other staff doing similar work at other schools. GMFTS supervisors play an active role in ensuring that staff has the resources and support they need to be successful in their role. Over the course of the year, Coordinators work on a wide variety of tasks and are responsible for balancing a complicated schedule of events at their schools and their work at the office. Also, be prepared for a year of tasks that vary season to season – the specific tasks for each work week are always changing! **Occasional* evening and weekend events

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT. | SUN. |
|-------------|--|---|--|---|---|--|------|
| 8:00 | | | | | | | |
| 9:00 | Office: Plan programming this week, return emails, prioritize packing and lesson planning, prepare for Farm Field Trip | Office: Prep to facilitate Staff Meeting | Sheep to Sweater workshop with K at Craftsbury School | Workshop: Prepare taste test with 1 st grade at Holland | Office: Program Team Meeting | | |
| 10:00 | | Staff Meeting | | Complete taste test prep with Food Service staff | | Schools: Touch base with teachers in person about upcoming programming | |
| 11:00 | | Office: Emails & phone calls | | Office: Emails & phone calls | | Taste Test: Parsnip & Carrot Glazed Taste Test at Holland | |
| 12:00-12:30 | Lunch | Lunch | Lunch | | Lunch | | |
| 1:00 | Farm Field Trip: Butterworks Farm with Troy Elementary's 2 nd grade | Office: Prep for workshop and committee meeting | Office: Prep for taste test: print off recipe cards, gather cooking materials, make a cooking plan | Office: unpack from workshop, afterschool program and Taste Test, enter information into database | Farm Visit: Visit farm to prep for farm field trip | Tabling at Community Event* | |
| 2:00 | | Meet with teacher at Holland re: upcoming workshop | | Office work: One on one meeting with supervisor | Office: prepare for next week's programming, enter in hours into online timesheet | | |
| 3:00 | | Meeting: Craftsbury School Farm-to-School Committee Meeting | Run an Afterschool Program at Holland | | | | |
| 4:00 | | Office: Unpack materials, evaluate, and enter trip in | Office: prepare for workshop the following day | | | | |
| 5:00 | | | | | | | |

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